

# Here's My Idea

**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, Alabama 35812



National Aeronautics and  
Space Administration

## INSTRUCTIONS TO SUGGESTOR: (Type or Print in Ink)

1. Complete all items except "Suggestion Number".
2. Describe your suggestion completely - tell what it will do - where it can be used.
3. Use additional sheets of paper and include drawings or pictures, as necessary.
4. Deliver to your supervisor or deliver or mail to CO20/Awards Office/4200, Rm 338.
5. Only Civil Service employees are eligible for cash awards through the Suggestion Program.

## INSTRUCTIONS TO SUGGESTOR:

Code: \_\_\_\_\_

Category: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Received: \_\_\_\_\_

LAST NAME, FIRST NAME, MIDDLE INITIAL:

DR.

MR.

MS.

MRS.

SOCIAL SECURITY NUMBER:

SUGGESTION NUMBER:

DIVISION (OR OFFICE), BRANCH, SECTION:

MAIL CODE:

JOB TITLE AND GRADE:

BUILDING NUMBER:

TELEPHONE NUMBER:

SUPERVISOR/MAIL CODE/TELEPHONE NO.:

SUBJECT OF SUGGESTION:

The acceptance by me of cash award for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.

DATE:

SIGNATURE OF SUGGESTOR(S):

**(See Privacy Act Statement on reverse of form)**

PRESENT PRACTICE/PROCEDURE:

PROPOSED CHANGE TO PRESENT PRACTICE/PROCEDURE:

HOW WILL THIS IDEA IMPROVE THE PRESENT PRACTICE/PROCEDURE AND WHAT ARE THE ESTIMATED SAVINGS:

(SUGGESTION CONTINUED): Details on how my idea may be effected (includes where and how it can be used and estimated tangible savings and/or intangible benefits);

## **PRIVACY ACT STATEMENT**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals submitting suggestions under the Incentive Awards Program.

**AUTHORITY** - The authority to collect the information to be supplied herewith is derived from 42 U.S.C. 2473 and 44 U.S.C. 3101.

**PURPOSES AND USES** - The information covered by the Privacy Act which you supply will be used for identification and location purposes to facilitate notification of action taken on the suggestion submitted.

**EFFECTS OF NONDISCLOSURE** - Provision of the required information is voluntary. However, failure to supply the required information may result in your not receiving notification of action taken on your suggestion or payment of a monetary award should such an award be granted.